

REQUISITION FOR
POSTAL ADVANCE

NO.

DATE ISSUED		DATE REQUIRED		DEPARTMENT			DIVISION			
DIRECT INQUIRIES TO					PHONE NUMBER			AUTHORIZED SIGNATURE		
AGENCY		APP. YEAR	INDEX		PROGRAM COST ACCT.		GRANT			
GRNT. PH.	PROJECT			PROJ. PH.	AGENCY CODE		AGENCY CODE 2		AGENCY CODE 3	
MULTI PURPOSE CODE					COMPTROLLER OBJECT		AGENCY OBJECT			

CUSTOMER NOTE: There is a \$4.00 service charge per check.

		QUANTITY	UNIT	AMOUNT
Check Payable To:				
Service Charge:				
Purpose:				
TOTAL				
Mail Check To:		CHECK NUMBERS	DATE	

DISTRIBUTION:
WHITE – Mail & Delivery
CANARY – With check
PINK – Retain by requesting agency